

TOP SECRET

Approved For Release 2004/03/11 : CIA-RDP82T00285R000200080004-2

31 August 1979

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MEMORANDUM FOR: [ ] Chief, Action Staff, NFAC  
FROM : Director, Imagery Analysis  
SUBJECT : Implementation of Executive Order 12036  
and Impact Upon the Office of Imagery Analysis [ ]  
REFERENCE : D/NFAC Memo, "Executive Order 12036 Procedures,"  
9 August 1979

1. This memorandum provides, as requested in the reference, a list of those activities specifically permitted under EO 12036, Sections 2-207 and 2-208, and essential for OIA to conduct its mission. Also presented is OIA's suggested list of officials authorized to approve the permitted activities as specified in the EO and OGC implementation procedures. [ ]

2. Undisclosed Participation in Domestic Organizations. This activity would be undertaken in regard to training in order to protect and maintain the cover and safety of personnel and their potential association with programs and facilities not publicly acknowledged. The Office of Imagery Analysis currently has [ ]  
[ ]  
[ ] protect future overseas assignments. [ ] is not now engaged in an Agency sponsored training program, future enrollment would require continued cover for student and extracurricular activities. This is the only activity related to "undisclosed participation" identified within OIA that is sufficiently probable to require an approval process. [ ]

3. Information Concerning the Activities of United States Persons. The Office of Imagery Analysis maintains two types of files of information about U.S. persons, as defined by EO 12036. The first type contains names and positions of previous corporate contacts for the purpose of arranging future visits by OIA analysts. These files are indexed by types of corporation or facility and not by the individual's name. The second kind of file is that containing domestic collection by imagery reconnaissance satellites. This type of file is used primarily for making technological comparisons of

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denied foreign facilities with known U.S. military and industrial  
facilities. Secondary applications include briefing material to dem-  
onstrate reconnaissance systems capabilities

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4. The Office of Imagery Analysis believes that approval for the  
aforementioned activities should reside with the Director and Deputy  
Director of Imagery Analysis.

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Noel E. Firth

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*Chrono-Log*

NFAC NOTICE  
No. 20-

NFAC N 20-

## NATIONAL FOREIGN ASSESSMENT CENTER CAREER SERVICE SYSTEM

Rescission: NFAC N 20-25, dated 9 August 1978  
NFAC N 20-52, dated 16 March 1979

The purpose of this notice is to introduce certain changes in the personnel management system of the National Foreign Assessment Center which are intended to broaden career opportunities and promote greater flexibility in the use of Center personnel.

### A. Career Designators

All employees of the National Foreign Assessment Center (NFAC) are members of the NFAC Career Service and carry the "I" career designation. For administrative purposes sub-designators may be used to identify the component Career Service Panel responsible for certain aspects of personnel management as specified in this notice.

### B. NFAC Career Service Board

#### 1. Membership

The NFAC Career Service Board is composed of all Office Directors. ODNFA staff chiefs will be invited to attend when matters of general concern are to be discussed. Current membership of the Board is:

Chairman - Deputy Director, NFAC

#### Members

Director of Central Reference  
Director of Current Operations  
Director of Economic Research  
Director of Geographic and Cartographic Research  
Director of Imagery Analysis  
Director of Political Analysis  
Director of Scientific Intelligence  
Director of Strategic Research  
Director of Weapons Intelligence

Secretary - Chief, NFAC Administrative Staff

## 2. Functions

Members of the Board will advise the Chairman on the following as appropriate:

- Formulation of Center personnel policies.
- Review of NFAC Personnel Handbook annually.
- Ranking of supergrades for potential annually.
- Ranking of GS-15s for potential and promotion annually in April and review of promotion rankings in October.
- Review Office ranking of GS-14s for potential and promotion annually in July/August and review of promotion rankings in January.
- Review of recommendations of the NFAC Assignments Panel.
- Review of sensitive personnel matters where action by NFAC is indicated or is requested by a member of the Career Service Board.
- Review of recommendations of the Performance Review Panel.

## C. NFAC Assignments Panel

### 1. Membership

Chairman - To be appointed by the Chairman, NFAC Career Service Board from the Career Service Board membership.

Permanent Member - NFAC Career Development Officer

Component Members - Each NFAC Office, RES and PPG has senior representation, but the Panel chairman will designate the components to be represented at each meeting as matters before the Panel dictate. Designated members must include representatives from the component of assignment, specialty or others having responsible interest. Other components, not so designated, may be represented at their initiative.

Secretary - Personnel Officer assigned to NFAC Administrative Staff.

## 2. Functions

- Recommend to Chairman, NFAC Career Service Board, candidates for NFAC Representative and other overseas positions from vacancy notice applicants.
- Recommend to Chairman, NFAC Career Service Board, personnel for selected inter- and intra-Directorate rotational assignments of one year or more from vacancy notice applicants or those nominated by component heads. This is not intended to discourage or preclude bilateral arrangements for rotations to meet specific needs of offices.
- Recommend to Chairman, NFAC Career Service Board, the approval of nominations of candidates to the Agency Training Selection Board for extended training and for other training when a quota is levied on the NFAC.
- Consider and make recommendations to Chairman, NFAC Career Service Board, for the assignment of personnel returning from rotational assignments or extended training of one year or longer, excluding bilateral arrangements (above).

## 3. Responsibilities of NFAC Career Development Officer

When the Assignments Panel sits to consider candidates for rotational assignments or training, the NFAC Career Development Officer will ensure that Panel members are fully aware of the qualifications of each candidate. The Career Development Officer is also responsible for contacting NFAC personnel serving overseas and, as appropriate, other personnel serving rotational tours of duty nine months before their scheduled return to notify them of pending consideration by the Assignments Panel for future assignment, and to request forwarding of the Field Reassignment Questionnaire (FRQ). Before Panel consideration, the Career Development Officer will review the returnee's FRQ and will discuss possibilities of future assignment with the Panel member of the returnee's parent office as well as others. Results of this process will be presented to the Panel for its consideration.

## D. Component Career Service Panels

Component Career Service Panels will rank for promotion and overall performance/potential all professional and technical employees GS-07 through GS-15, including those officers on detail to other components, excluding personnel in the AOP during their year of training and the first year following

their conversion to professional status. The rankings for these employees must be done annually and forwarded to the Secretary, NFAC Career Service Board in conjunction with the annual promotion date on the uniform promotion schedule. Rankings will be reviewed on a semi-annual basis (approximately 6 months after the annual ranking) in conjunction with the semi-annual promotion date on the uniform promotion schedule. Any changes to the annual rankings that result from the semi-annual review must be forwarded to the Secretary, NFAC Career Service Board. The rankings of GS-14s and GS-15s will be done in accordance with Section B of this notice.

✓ All other employees must be evaluated by their components at least annually. Each component will issue an annual announcement concerning the functions, rules and guidelines followed by its Career Service Panel. Panels will be guided by the criteria and policies described in the NFAC Personnel Handbook.

E. Performance Review Panel

1. Membership

Chairman - Appointed by Chairman, NFAC Career Service Board, from the membership of the Career Service Board to serve a two-year term.

Members - Four representatives from NFAC offices to serve a one-year term.

Executive Secretary - Chief, NFAC Administrative Staff

2. Functions

- Review the record of the lower 10% of professional and technical employees ranked in each component submission and develop a three-percent list for each grade level.
- Identify for the Career Service Board those employees whose performance is deficient by NFAC standards.

John J. Hicks  
Deputy Director,  
National Foreign Assessment Center

Distribution "B" (All Employees)

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MEMORANDUM FOR: Members, NFAC Career Service Board

Attached is a draft NFAC notice on the proposed NFAC Career Service System. Any comments should be forwarded to the Secretary, NFAC Career Service Board by cob 3 August.

File

Response by  
telephone

[redacted]  
NFAC Admin Staff

to [redacted]

6 Aug. Comments as indicated  
in text.

16 August 1979

Date

FORM 101 USE PREVIOUS  
EDITIONS

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

16 August 1979

Stuart E. Shiffer, Esq.  
Acting Assistant Attorney General  
Civil Division  
Department of Justice  
Washington, D.C. 20530

Re:

Dear Mr. Shiffer:

I have been named as a defendant in the referenced litigation and request that the Department of Justice represent me in my official and personal capacities in defending this action.

As explained to me by Agency counsel, this is essentially an equal employment opportunity action in which race and sex discrimination are alleged. Any involvement I would have had with the facts and circumstances alleged in the complaint would have been within the scope of my official responsibilities.

I am Director of an Office of the Agency in which plaintiff worked at times relevant to certain allegations in her complaint. My involvement with the case is solely in connection with performance of my managerial role to resolve a personnel problem that did not lend itself to resolution at the branch or staff level.

This request is being forwarded to you through the Agency's Office of General Counsel.

Sincerely,

Noel Firth  
Director  
Office of Imagery Analysis



**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON, D.C. 20505

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Acting Assistant Attorney General  
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